



APPOINTMENT OF INTERNAL AUDITOR

Terms of Reference (ToR) for engagement of Internal Auditor for the All India Football Federation.

1. INSTRUCTIONS TO THE APPLICANT:

(A) Background:

All India Football Federation (AIFF) is an autonomous body registered under the Societies Registration Act 1960 and is the apex administrative body to govern the game of football in India. The AIFF is recognized as a National Sports Federation for the discipline of football by the Ministry of Youth Affairs and Sports, Government of India and affiliated with international governing body FIFA/AFC.

(B) Objectives of the assignment:

To conduct risk-based Internal Audit for the Organization and provide guidance on maintenance & finalization of Accounts and introduction of internal control system.

(C) Coverage of the Audit:

Five years with effect from the financial year 2023-24.

(D) Scope of Audit:

- a) Conduct risk-based audit and report to the management on quarterly basis
- b) Report on financial impropriety and irregularities and system inadequacies that leads to such impropriety / irregularity with suggestion
- c) Provide necessary and continuous guidance for maintenance of proper accounting hygiene
- d) Report on the organization's EDP & IT systems related to the accounting and compliance aspects
- e) Suggest to management on improvement areas of the various SOPs of the Organization

(E) Timelines of Audit:

The auditor will submit their report along with executive summary by 30th of the month following each quarter of the financial year.

For any issues with special significance and impact, FLASH AUDIT REPORT needs to be placed by the Auditor within 10 days from the end of every month.

2. ELIGIBILITY:

Any interested Chartered Accountants' Firm shall be eligible to apply for the assignment as stated in Para 1(B) (a), subject to meeting the following eligibility criteria.



- (i) Average Audited Annual turnover in the previous 3 years ending 31st March 2022 is at least INR 300 crores.
- (ii) Minimum average Profit after Tax in the previous 3 financial years ending 31st March 2022 is at least INR 50 Crores
- (iii) Associated with any sporting body/federation/Association as their Internal Auditors or statutory auditors in any of the last 3 financial years
- (iv) Executed a minimum of 5 Internal Audit engagements (including assistance in Internal Audit, SOP, IFC testing) with fees of at least INR 50 lakhs in each of the 3 previous financial years ending 31st March 2022
- (v) Shall have minimum of five partners or employees working with the firm for not less than 5 years continuously.
- (vi) At least any one Partner should be DISA/ CISA qualified.
- (vii) The firm must have at least 5 people with experience in Internal Audit engagements in of Sporting bodies/Sporting Authorities/Federations/Associations
- (viii) The Partner or any of his/ her relative is not associated with the Organization in any capacity whatsoever;

(B) SUBMISSION OF PROPOSAL

Interested eligible Chartered Accountant Firms shall apply for the assignment in the format along with required information and documents as per the format given in Annexure – 1, 2 & 3 within due date and time for submission i.e. on 30/06/2023 at 5.00 PM. The proposal will be submitted in sealed envelope either through courier or registered post only in the following address.

Mailing Address:

**The Secretary General
All India Football Federation
Football House, Phase-1
Sector-19, Dwarka
New Delhi – 110075**

(C) SELECTION OF FIRM

Proposal submitted by eligible firms shall be evaluated to ensure that only those firms who are conforming to the eligibility criteria are shortlisted for technical evaluation. All eligible applicants shall be appointed by the Finance & Audit Committee of AIFF.

(D) EVALUATION OF PROPOSAL

The technical proposal of the eligible applicants' firms shall be evaluated on the basis of empanelment status, work experience and financial and technical capacity under Quality cum Cost Based Selection method with 70% weightage to Technical Criteria and 30% weightage to Financial Bid.

Evaluation Criteria:

Criteria	Scoring Criteria	Marks
Technical Criteria		70
(i) Average Audited annual turnover in the previous 3 years ending 31st March 2022 is at least INR 300 Crores or more.	<u>Scoring Criteria –</u> If Average Audited Annual Turnover is – ≥ 300 Crores – 10 marks ≥ 450 Crores – 15 marks ≥ 600 Crores – 20 marks	20
(ii) Minimum Average Profit after Tax in the previous 3 financial years ending 31st March 2022 is at least INR 50 Crores	<u>Scoring Criteria –</u> If average Profit after tax is – ≥ 50 Crores – 5 marks ≥ 75 Crores – 7.5 marks ≥ 100 Crores – 10 marks	10
(iii) Associated with any sporting body/federation/Association as their Internal Auditors or Statutory Auditors	<u>Scoring Criteria -</u> Associated with – 1 Sporting Body/Federation/Association – 5 marks 2 Sporting Body/Federation/Association – 10 marks More than 3 Sporting Body/Federation/Association – 15 marks	15
(iv) Executed a minimum of 5 Internal Audit engagements with fees of at least INR 50 lakhs in each of the 3 previous financial years ending 31st March 2022	<u>Scoring Criteria –</u> 5 Internal Audit Engagements with fees of at least 50 lakhs – 5 marks 7 Internal Audit Engagement's with fees of at least 50 lakhs – 7.5 marks 10 Internal Audit Engagement's with fees of at least 50 lakhs – 10 marks	10
(v) Shall have minimum of five partners or employees working with the firm for not less than 5 years continuously.	<u>Scoring Criteria –</u> Minimum of five partners or employees working with the firm for not less than 5 years continuously – 5 marks	5
(vi) At least any one Partner should be DISA/ CISA qualified.	<u>Scoring Criteria –</u> 1 Partner with DISA/CISA Qualification – 2.5 marks More than (≥) 2 Partners with DISA/CISA Qualification – 5 marks	5



(vii) The firm must have at least 5 people with experience in Internal Audit engagements of Sporting bodies/Sporting Authorities/Federations/Associations	<u>Scoring Criteria –</u> 5 people with experience – 2.5 marks More than 5 people with experience – 5 marks	5
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Financial Criteria		30
Financial Quote	<u>Scoring Criteria</u> Lowest Bidder gets 30 marks and others get marks proportionately basis their quotes	30

Annexure – I

**FORMAT FOR TECHNICAL PROPOSAL for the assignment as stated in Para 1(B)(a) -INTERNAL
AUDIT**

<u>Sl. No</u>	<u>Documents to be submitted</u>	<u>Details</u>
a)	<u>Confirmation of Income tax return acknowledgment and audited accounts of last 3 years ending 31st March 2022</u>	
b)	<u>List of partners serving for more than 5 years</u>	
c)	<u>Copy of the PAN of the Firm and the Engagement Partners</u>	
d)	<u>Membership certificate of the Engagement Partner</u>	
e)	<u>GST Registration Certificate</u>	
f)	<u>Copy of DISA/ CISA qualification</u>	
g)	<u>Certificate of additional qualification of the partners</u>	
h)	<u>Association with any sporting body/federation/Association as their Internal Auditors</u>	
i)	<u>Executed a minimum of 5 Internal Audit engagements with fees of at least INR 50 lakhs in each of the 3 previous financial years ending 31st March 2022</u>	
j)	<u>The firm must have at least 5 people with experience in Internal Audit engagements of Sporting bodies/Sporting Authorities/Federations/Associations</u>	

Documents to be submitted along with the above information:

- a) Income tax return acknowledgment and audited accounts/auditor's certificate of last 3 financial years ending 31st March 2022
- b) List of partners serving the firm for more than 5 years
- c) Copy of the PAN of the Firm and the Partners involved in the assignment
- d) Membership certificate of each Partner involved in the assignment
- e) GST Registration Certificate
- f) Copy of DISA/ CISA qualification
- g) Certificate of additional qualification of the partners
- h) Work Order/ CA Certificate evidencing association with any Sporting body/Sporting Authority/ Federation/Association as their Internal Auditors or Statutory Auditors
- i) Work Orders/CA Certificate of Internal Audit Engagements carried out in each of the previous 3 financial years with fees of at least INR 50 Lakhs
- j) Resume of people with experience in engagements of Sporting bodies/Sporting Authorities/Federations/Associations



Annexure - II

(To be written in the letterhead of the firm)

Undertaking

I / we do hereby declare that the above-mentioned information are true and correct and I / we also undertake to abide by the terms and conditions of the contract and would make compliance of terms laid-down in the contract if executed by us with All India Football Federation (AIFF).

Date:

Place:

Signature of Authorized Signatory of the Firm along with seal of firm



Annexure - III

To
The Secretary General
All India Football Federation
Football House, Dwarka
New Delhi

Sub : Submission of Proposal for appointment of Internal Auditor of AIFF.

Madam / Sir,

- 1) Having carefully examining the entire ToR and having obtained all the requisite information about the assignment, we do hereby propose to provide the desired professional service as detailed.
- 2) Our Professional Fees for the aforesaid assignment shall be Rs.
(Rupees).
- 3) The Professional Fees shall be inclusive of all expenses incidental and necessary to carry out the audit assignment. The GST shall be claimed separately as per the prevailing norms, etc.
- 4) We agree to abide by this financial proposal / bid for a period of 60 days from the date of its opening.

Yours faithfully

Signature of the authorized signatory